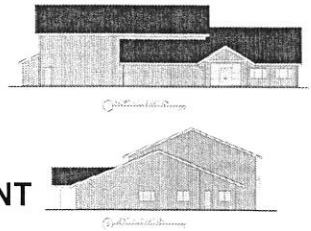


SUNNYSIDE COMMUNITY CENTER

1521 South 1st Street Phone: 509-837-8660
Sunnyside, WA 98944 Fax: 509-836-0630



RESERVATION APPLICATION and WAIVER/HOLD HARMLESS AGREEMENT FOR THE USE OF THE SUNNYSIDE COMMUNITY CENTER

Name: _____ Home Phone: _____ Cell: _____
Address: _____ Work Phone: _____ Other: _____
City: _____ State: _____ Zip: _____

Organization: _____

Activity: ☐ Social ☐ Meeting ☐ Banquet ☐ Class ☐ Dance ☐ Other _____

Name of responsible person to be present at event: _____

☐ M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su Date requested: _____

Event time: _____ AM/PM to _____ AM/PM. Number attending: _____

Area(s) requested: ☐ Gym ☐ Kitchen ☐ Conference Rm ☐ Meeting Rm

Any special requests associated with this permit: ☐ Yes ☐ No If yes, what? _____

Read the policies and procedures for use of the Community Center carefully before completing this application. This reservation is not confirmed until signed by Recreation Staff/ City Staff designee and all fees are paid.

Cleaning and Damage Deposit(s): ☐ \$350 Gym ☐ \$350 Kitchen ☐ \$100 Conference ☐ \$100 Meeting Room

Private Rental Fee(s): ☐ Gym \$500 per day (8 hours)/\$75 per hr ☐ Kitchen \$200per day(8 hours)/\$50 per hr

☐ Meeting Rm: \$100 per day (8 Hours) /\$25 per hr ☐ Conference Rm: \$100 per day(8 hours)/\$25 per hr

☐ Stage Use: \$200.00

Non-Profit Rental Fee(s): ☐ Gym \$50 per hr ☐ Kitchen \$25 per hr.

The following rooms are \$15 per hr per room, with a \$25 mnimun: ☐ Conference Room ☐ Meeting Room

Building Set up:

☐ Gym (Capacity 638)

Bleachers ☐ In ☐ Out Score Board ☐ Yes ☐ No ☐ Other _____

☐ Stage Size ☐ A. (24 x 12) ☐ B. (24 x 8) ☐ C. (16 x 8) ☐ D. (16 x 24)

☐ Tables _____ ☐ Chairs _____

Notes _____

Additional reservation information, rules and regulations for rental of the Sunnyside Community Center are on page 2 of this agreement, please read, before completing.



Sunnyside Community Center Policies and Regulations for Use

Alcohol is not allowed on any city property with out the express written consent of the City of Sunnyside. Smoking is not allowed in the building or within fifty (50) feet of any City buildings. To be under the influence of alcohol, intoxicants, narcotics, or illegal activities are not allowed on the premises at anytime. Failure to comply will result in immediate termination of this agreement and forfeit of all cleaning and damage deposits.

- #1** This application must be completed by a responsible adult 21 years of age or older.
- #2** Facility reservations must be made at least 1 month in advance in order to guarantee facility reservations. Reservations are scheduled on a first come first served basis.
- #3** **Cancellations must be submitted in writing two (2) weeks prior to event by the applicant. Cancellations within the two (2) week period lose the right to a refund.**
- #4** The City of Sunnyside may assume the right to review all reservations and make policy changes as deemed necessary.
- #5** Activities for minors must have direct supervision in each rented facility area by a responsible adult(s) of legal age. Direct supervision by responsible adult ratios are as follows. Minors aging 4-7 must have a supervisory ration of ten minors (10) to one (1) responsible adult and Minors aging from 8 to 18 must have a supervisory ratios of fifteen (15) minors to one (1) responsible adult.
- #6** All facility rules must be followed at all times during the course of the reservation.
- #7** This facility does not allow dances due to the special gym floor.
- #8** The applicant shall be responsible for any damage to equipment or property. City property must be protected from damage, mistreatment, loss and ordinary precautions for cleanliness. The applicant shall be responsible for the condition of the facility in which it was rented. In cases where property has been damaged or abused, the cost of repairing, and/or replacing the property shall be paid by the applicant and/or organization. If after an activity, additional janitorial maintenance is needed, the cost of services will be deducted from applicant and/or responsible parties cleaning and damage deposit. Any addition costs exceed the deposited amount; the balance of the repair will be billed to the responsible party. This includes replacement costs for lost and/or stolen property, facility damage/ mistreatment of facility, equipment damage and property damage. The City shall be the final judge as to the cost of all cleaning, replacement and/or property repairs.
- #9** The responsibility party must notify The City Staff in a timely matter of any facility damage, disturbances, or situations needing emergency services with in 48 hours. Recreation Coordinator 837-8660.
- #10** Cleaning and damage deposit refunds (or partial deposit refund) will be mailed to applicants address within 60 days after finial walk-through.
- #11** Outside food and drinks are prohibited without written permission from the Recreation Coordinator or city staff designee. No gum, sunflower seeds, or dark colored drinks/ juices will be allowed in the facility at any time
- #12** **Decorations:** Pins, nails, tacks, adhesive tape and glue are not allowed on walls, floors, ceilings or furniture. Any open flames are not allowed. Responsible party using the facility is responsible for their own decorations, both setup and removal. Any decorating or setup time will be included as part of your rental time stated on this application.
- #13** **Equipment:** The Center has 200 folding chairs, 20 round (60") tables and 20 oblong tables (10 @ 24"x84" & 10 @ 30"x96") available with rentals. Round tables seat 6 to 8 individuals. Responsible party is responsible for setting up and taking down of all tables and chairs.
- #14** **Dance:** For rentals that include a dance, professional or police security is required, at the renter's expense. Proof of security is required.
- #15** **Rooms:** Responsible party will have access only to the rooms secured in the rental agreement.
- #16** **Equipment Use:** All equipment being used in the Sunnyside Community Center must be approved by City Recreation Coordinator or City staff designee. Equipment includes; Video game(s), sports equipment, balls, sound systems, any outside equipment.

#17 Facility Hours: Responsible party may only use/ be in the facility for the hours stated on the agreement.

#18 Failure to comply with any of these policies will be cause for termination of this agreement immediately.

Facility Walk-through Damage Notes



Lobby:

Gym: _____

Meeting Room: _____

Conference Room: _____

*I certify that I have read the above, policies and procedures for the use of the Sunnyside Community Center and will abide by the regulations pertaining to it's use. In consideration of this permission, I (we) the undersigned do hereby for ourselves, our heirs, executors, and administrators, waive, release and forever discharge any and all rights and claims for damages which we may hereafter have against the City of Sunnyside, the Sunnyside School District #201 and/or it's respective officers, representatives, successors and/or assignees for any and all injuries or damages, which may be sustained or suffered by said child in connection with, or entry in, and/or arising out of travel to, participation in, or returning from said activity or event. Insurance is not provided with this facility use. **Cleaning and Damage Deposit(s) must be paid at time of reservation. Total Fee(s) must be paid two weeks prior to rental date.***

APPLICANT'S SIGNATURE

DATE

Community Center Rev 11/5/13

OFFICE USE ONLY Deposit _____

Total

Gym _____ Kitchen _____ Meeting Rm _____ Conference Rm _____ Stage _____

☐ Approved ☐ Denied Staff Signature: _____ Date: _____

Key Issued ☐ No ☐ Yes Key Agreement signed ☐ No ☐ Yes

Notes/Conditions for use: _____

#1 ☐ Original to Applicant, once all requirements are met and total fee has been paid.

#2 ☐ Calendar Copy #3 ☐ Copy to Deposit File (if needed) #4 ☐ Copy to Custodian

#5 ☐ Police Department

